

STAFFING

1. REASON FOR ISSUE: To revise procedures concerning the appointment and promotion of optometrists in VA.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This revision covers two changes to the appointment and promotion of optometrists in VA. The pages in this change replace corresponding page numbers in part II, appendix H4, and part III, appendix M, of VA Handbook 5005, Staffing, dated April 15, 2002. These changes will be incorporated into the electronic version of VA Handbook 5005, Staffing, that is maintained on the [Office of Human Resources Management website](#). Significant changes include:

a. To update contact information provided in part II, appendix H4, for the Director, VA Optometry Service (111E1), and add information requirements concerning submissions to the VA Central Office Optometry Professional Standards Board for the initial appointment of optometrists; and

b. To revise procedures in part III, appendix M, concerning the processing of promotions of optometrists and add information requirements concerning submissions to the VA Central Office Optometry Professional Standards Board.

3. RESPONSIBLE OFFICE: The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.

4. RELATED DIRECTIVES: VA Handbook 5005, Staffing.

5. RESCISSIONS: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Robert N. McFarland
Assistant Secretary for
Information and Technology

/s/William H. Campbell
Assistant Secretary for Management
Office of Human Resources and Administration

ELECTRONIC DISTRIBUTION ONLY

APPENDIX H4. PROCEDURES FOR APPOINTING OPTOMETRISTS

1. SCOPE. This appendix establishes the procedures for the appointment of all optometrists in VHA.

2. PROCEDURES

a. The facility initiates recruitment and contacts the Director of Optometry Service who may recommend additional candidates for the position.

b. The appropriate official screens, interviews, and tentatively selects a candidate for the position.

c. If the proposed selection does not require a board action, the Chief of Staff or designee discusses the proposed selection with the Director of Optometry who has 5 working days to make comments or recommendations concerning the proposed selection.

d. The recommendation is forwarded through channels (including the Dean's or Medical Advisory Committee, where appropriate) to the facility Director for consideration. Recommendations are to include the comments of the Director of Optometry Service. New appointments require referral to the [VA Central Office] Optometry Professional Standards Board for review.

e. The facility Director approves or disapproves the appointment or assignment.

f. The facility advises the Director of Optometry Service of the selection.

NOTE 1: *The Director of Optometry Service and the [VA Central Office] Optometry Professional Standards Board may be contacted [at and c]ommunications should be directed to:*

*[Director, VA Optometry Service (111E1)
Veterans Health Administration
103 South Gay Street
Room 714
Baltimore, MD 21202-4061
Telephone: 1-410-779-1576
Fax: 1-410-779-1581]*

NOTE 2: *Facility communications with VA [Central Office] Optometry Service [program] officials need not be in a formal written format [for selection of an optometrist that does not require a board action].*

NOTE 3: *Facility officials are to maintain documentation regarding the recruitment process. This documentation will include:*

- A summary of any comments from [VA] Central Office [Optometry Service] program officials regarding the recommended candidate; and*
- If the position is advertised and a noncitizen candidate is selected, the names of all citizen*

Department of Veterans Affairs
5005/8
Washington, DC 20410

VA HANDBOOK

Transmittal Sheet
June 22, 2004

applicants and the reason(s) why the citizen applicants were not qualified for the position.

NOTE 4: *Submissions to the [VA Central Office] Optometry Professional Standards Board [for initial appointment] shall include [a cover letter with grade and step request information; type of appointment such as full-time permanent probationary, full-time temporary, or part-time; Application for Physicians, Dentists, Podiatrists, and Optometrists (VA Form 10-2850); curriculum vitae; evidence of current licensure; faculty appointment; proposed clinical privileges; evidence of successful completion of National Board of Examiners in Optometry examinations and Accreditation Council on Optometric Education residency; and Human Resources point of contact. An Optometry Professional Standards Board checklist to assist with this process can be accessed at the following Office of Human Resources Management website link: <http://vaww1.va.gov/ohrm/Staffing/Title38Apts.htm>.]*

NOTE 5: *The Human Resources Management Officer, VA Maryland Healthcare System, or designee, shall serve as the technical representative to the [VA Central Office] Optometry Professional Standards Board.*

[NOTE 6: *Information concerning promotion of optometrists can be found in part III, appendix M, this handbook.*

NOTE 7: *Additional program information covering optometrists can be obtained through the Director of Optometry Service or the VHA Optometry Service website via the following link: <http://vaww1.va.gov/optometry/>.]*

APPENDIX M. PROCESSING TITLE 38 PROMOTIONS AND ADVANCEMENTS

HOW TO PROCESS A PROMOTION FOR PHYSICIANS, DENTISTS, PODIATRISTS, [] CHIROPRACTORS, NURSE ANESTHETISTS, PHYSICIAN ASSISTANTS, EXPANDED-FUNCTION DENTAL AUXILIARIES, PHARMACISTS, OCCUPATIONAL AND PHYSICAL THERAPISTS, CERTIFIED RESPIRATORY THERAPISTS, REGISTERED RESPIRATORY THERAPISTS, AND LICENSED PRACTICAL OR VOCATIONAL NURSES		
A		B
S T E P S	If full-time, part-time or intermittent employee meets the time-in-grade requirements specified in Appendix III-L, and is a	then take these steps
1	physician, dentist, podiatrist, [] chiropractor, nurse anesthetist, pharmacist, occupational or physical therapist, registered respiratory therapist, certified respiratory therapist or licensed practical/vocational nurse	Upon receipt of VA Form 5-97, Notice of Pending Personnel Action, the HRM Office will forward the original copy to the employee's service chief through the Chief of Staff, as appropriate. The duplicate copy will be retained in the HRM office as a suspense copy.
2		The service will make appropriate recommendation to the Professional Standards Board or Standards Board (through the health care facility Director and Chief of Staff, when appropriate, such as for physicians and dentists), including a concise evaluation based on the criteria in paragraphs 5 and 6 of chapter 4, this part (as appropriate). The Chief of Staff will make recommendations similarly for service chiefs. Significant changes in recent proficiency/performance ratings or unusually high or low elements will be evaluated in terms of promotion consideration. Each of these officials will indicate concurrence or non-concurrence, including specific reasons for such recommendation.
3		The Professional Standards Board or Standards Board will examine the personnel folder, supervisory evaluations, and all other information furnished. Additional information may be obtained at the direction of the board. Boards will report their findings and recommendations on VA Form 10-2543, Board Action. All members will sign the form. The board action and all related papers will then be forwarded to the appropriate promotion approving authority listed in Appendix III-K. Action by the approving authority is required even though promotion is not recommended.
4		When the health care facility Director is the approving authority, this official will note the final decision on the Board's recommendation, sign VA Form 10-2543 and take appropriate action.

HOW TO PROCESS A PROMOTION FOR PHYSICIANS, DENTISTS, PODIATRISTS, [] CHIROPRACTORS, NURSE ANESTHETISTS, PHYSICIAN ASSISTANTS, EXPANDED-FUNCTION DENTAL AUXILIARIES, PHARMACISTS, OCCUPATIONAL AND PHYSICAL THERAPISTS, CERTIFIED RESPIRATORY THERAPISTS, REGISTERED RESPIRATORY THERAPISTS, AND LICENSED PRACTICAL/VOCATIONAL NURSES (Continued)		
A		B
5		When the Under Secretary for Health, or a designee, is the approving authority, the official will review the findings and recommendations of the board, and may require a professional examination even though one was not recommended by the board. The promotion may be approved or disapproved without a professional examination even though one was recommended by the board. If no professional examination is to be required, the approving authority will notify the health care facility concerned of the approval or disapproval of the promotion. If a professional examination is authorized, the approving authority will not take action on the promotion until notified of the results of the examination.
6		The health care facility Director or a designee will notify the employee of the results of promotion consideration. If the employee is not promoted, the appropriate official will discuss with the employee the reasons for non-promotion and what the employee should do to meet the promotion requirements. If an employee who has acquired permanent status or an employee serving on a probationary appointment believes that the action taken to deny a promotion not requiring a waiver by the Under Secretary for Health or a designee was improper, the provisions of chapter 4, paragraph 7, this part, will apply.
7	physician assistant or expanded-function dental auxiliary	See step 1 (above).
8		The service chief should make an appropriate recommendation to the Professional Standards Board through the Chief of Staff and the health care facility Director, including a concise evaluation which will clearly indicate specific professional or administrative strengths and weaknesses and will cite substantiating examples of accomplishments or lack thereof. Significant changes in recent proficiency ratings or unusually high or low elements will be evaluated in terms of promotion consideration. Each official will indicate concurrence or non-concurrence, including specific reasons for such recommendation.
9		See steps 3 through 6 (above).

[HOW TO PROCESS A PROMOTION FOR OPTOMETRIST		
A		B
S T E P S	If full-time, part-time or intermittent employee meets the time-in-grade requirements specified in Appendix III-L, and is an	then take these steps
1	optometrist	Upon receipt of VA Form 5-97, Notice of Pending Personnel Action, the HRM Office will forward the original copy to the employee's service chief through the Chief of Staff, as appropriate. The duplicate copy will be retained in the HRM office as a suspense copy.
2		The service chief will make appropriate recommendation to the VA Central Office Optometry Professional Standards Board through the facility HRM office, including a concise evaluation based on the criteria in paragraph 5 of chapter 4, this part (as appropriate). The Chief of Staff will make recommendations similarly for service chiefs. Significant changes in recent proficiency/performance ratings or unusually high or low elements will be evaluated in terms of promotion consideration. Each of these officials will indicate concurrence or non-concurrence, including specific reasons for such recommendation.
3		The VA Central Office Optometry Professional Standards Board will examine required documentation as specified in Note 2 and the Central Office Optometry Professional Standards Board checklist. Additional information may be obtained at the direction of the board. The Board will report their findings and recommendations on VA Form 10-2543, Board Action. All members will sign the form. The board action and all related papers will then be returned to the facility HRM office which will be responsible for forwarding to the appropriate promotion approving authority listed in appendix III-K. Action by the approving authority is required even though a promotion is not recommended.
4		When the health care facility Director is the approving authority, this official will note the final decision on the Board's recommendation, sign VA Form 10-2543, and return to the facility HRM office which will ensure completion of the promotion or other appropriate action.

NOTE 1: *The Director of Optometry Service and the VA Central Office Optometry Professional Standards Board may be contacted at and communications should be directed to:*

*Director, VA Optometry Service (111E1)
Veterans Health Administration
103 South Gay Street
Room 714
Baltimore, MD 21202-4061
Telephone: 1-410-779-1576
Fax: 1-410-779-1581*

NOTE 2: *Submissions to the VA Central Office Optometry Professional Standards Board for promotions shall include a cover letter with grade or step(s) increase request information; Standard Form 50-B (SF 50-B) showing the employee's anniversary date of grade; updated curriculum vitae; latest SF 50-B; last 3 proficiency reports (or what is available); last 3 board action reports (or what is available) approved by facility Director; recommendation from the rating official; and Human Resources point of contact. A VA Central Office Optometry Professional Standards Board checklist to assist with this process can be accessed at the following Office of Human Resources Management Web site link: <http://vaww1.va.gov/ohrm/Staffing/Title38Appts.htm>.*

NOTE 3: *The Human Resources Management Officer, VA Maryland Healthcare System, or designee, shall serve as the technical representative to the VA Central Office Optometry Professional Standards Board.*

NOTE 4: *Additional program information covering optometrists can be obtained through the Director of Optometry Service or the VHA Optometry Service Web site via the following link: <http://vaww1.va.gov/optometry/>.]*